

## AMENDMENTS TO THE CLAIMS

This listing of claims will replace all prior versions, and listings, of claims in the application:

- 1 (currently amended) A data storage method, comprising:
  - identifying a template based on a classification of a document to be stored, said template directing a user to enter data;
  - receiving document information associated with said document, said document information including said data entered by said user;
  - generating a pending record containing said document information;
  - associating said pending record containing said document information with an image of said document;
  - verifying said document information; and
  - generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.
- 2-3. (Cancelled)
4. (Previously presented) The data storage method of claim 1, wherein said template is selected from among a library of available templates.
5. (Previously presented) The data storage method of claim 1, wherein said classification is a document collection classification.
6. (Original) The data storage method of claim 1, further comprising:
  - determining if said document has previously been stored.
7. (Previously presented) The data storage method of claim 1, wherein said template defines a plurality of data elements required to identify a document according to said classification.

8. (Original) The data storage method of claim 7, further comprising:  
receiving document data corresponding to each of said plurality of data elements prior to  
generating said pending record.
9. Canceled.
10. (Original) The data storage method of claim [[9]] 1, wherein said associating includes  
referencing a document record identifier in both said pending record and said image.
11. (Original) The data storage method of claim 1, further comprising:  
associating said active record with an image of said document.
12. (Previously presented) The data storage method of claim 1, wherein said document  
information includes at least one of: a collection name; a file name; subcategory information;  
location information; owner information; creator information; cross reference information; status  
information; history information; geographical information; and archive information.
13. (Original) The data storage method of claim 1, further comprising:  
storing said pending record in a document management database; and  
storing an indicator with said pending record indicating that it has not yet been approved.
14. (Original) The data storage method of claim 13, further comprising:  
modifying said indicator upon approval of said pending record, thereby converting said  
pending record into said active record.
15. (Original) The data storage method of claim 13, wherein access to said pending records  
in said document management database is limited to authorized reviewers operating client  
devices.
16. (Original) The data storage method of claim 1, wherein said receiving document  
information further comprises:  
receiving document information from an external system used to generate said document.

17. (currently amended) A method for storing a document, comprising:  
conducting a search for existing records of a record management system referencing said document;  
submitting a request to add said document to said record management system if said search indicates that said document is not referenced in said record management system, said request identifying at least a type of said document;  
entering document data in a data entry template, said data entry template directing a user to enter data, said data entry template selected based at least in part on said type of said document; and  
associating said data from said data entry template with an image of said document.
18. (Original) The method of claim 17, further comprising:  
forwarding said document data to a document management database, said document management database storing said document data in a document record.
19. (Currently amended) The method of claim 18, wherein said image of said document is associated further comprising:  
~~associating a document image~~ with said document record.
20. (Original) The method of claim 19, wherein said document image is associated with said document record based on a record identifier of said document record.
21. (cancelled)
22. (currently amended) A data storage system, comprising:  
means for identifying a template based on a classification of a document to be stored, said template directing a user to enter data;  
means for receiving from said user document information associated with said document, said document information including said data entered by said user;  
means for generating a pending record containing said document information;

means for associating said pending record containing said document information with an electronic representation of said document;

means for verifying said document information; and

means for generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.

23. (currently amended) A data storage apparatus, comprising:

a processor;

a communications device, in communication with said processor, receiving data; and

a memory unit in communication with said processor and storing a program, wherein the processor is operative with the program to:

identify a template based on a classification of a document to be stored, said template directing a user to enter data;

receive from said user document information associated with said document, said document information including said data entered by said user;

generate a pending record containing said document information;

associate said pending record containing said document information with an electronic representation of said document;

verify said document information; and

generate an active record if said verifying is successful, said active record available for searching and retrieval by a user.

24. (currently amended) A computer-readable medium having computer-executable instructions for performing steps comprising:

identifying a template based on a classification of a document to be stored, said template directing a user to enter data;

receiving from said user document information associated with said document, said document information including said data entered by said user;

generating a pending record containing said document information;

associating said pending record containing said document information with an electronic representation of said document;

verifying said document information; and  
generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.

25. (previously presented) The data storage method of claim 1, further comprising:  
displaying said template to said user.

26. (previously presented) The method of claim 17, further comprising:  
displaying said data entry template to said user.

27. (previously presented) The data storage system of claim 22, further comprising:  
means for displaying said template to said user.

28. (previously presented) The data storage system of claim 23, further comprising:  
a display unit;  
and wherein said processor is operative with the program and with the display unit to display said template to said user.

29. (previously presented) The computer-readable medium of claim 24, wherein the computer-executable instructions are also for:  
displaying said template to said user.